

Record Drawing Tip Sheet



THE PURPOSE

This document is intended to help an engineer or an owner better understand what is expected of the record drawings. Here you will find highlighted items from the Record Drawing Requirements and the Development Services Record Drawing Procedure as well as cash bond amounts and a list of what is expected to be included in each submittal.

PREPARER AND DATUM REQUIREMENTS

Coordinate System, Horizontal and Vertical Survey Control

Beginning with the initial survey of existing conditions, the CAD file for design must be properly geo-referenced to WASHINGTON STATE PLAN NORTH, NAD 83 (91-HARN) coordinate system and tie the project to at least two (2) City of Redmond Horizontal Control Monuments. In addition, locate project in the City's vertical datum (NAVD 88) and tie the project to two (2) City of Redmond Vertical Control Datum benchmarks. The coordinate system, horizontal and vertical control information are required to be shown on the cover sheet or first page of the project. NO ASSUMED coordinate system is allowed.

For City's Horizontal Control Monuments information, please contact Development Engineering at (425) 556-2876 or come to Development Services Center on the 2nd Floor at the City Hall.

For City's Vertical Control Survey Network, the information can be found on our website at <http://gis.redmond.gov/vertical/vertical.aspx#/MapView>.

COMMON REASONS FOR REJECTION

- ◆ Horizontal datum information on cover sheet does not say "Washington State Plane North, NAD 83 (91-HARN)".
- ◆ Vertical datum information on cover sheet does not say "NAVD 88".
- ◆ Record Drawing Index is missing on first page (typical is Cover Sheet) of the drawing set.
- ◆ Record Drawing numbers are not in sequential order on each sheet.
- ◆ Certified professional stamp with signature and date is missing on each required sheet.
- ◆ Record Drawings label is not on each sheet.
- ◆ CAD files does not match hard copy.
- ◆ CAD file has referenced files or there is more than one CAD file on the CD. (when "binding" reference files into drawing use INSERT option, then EXPLODE the block reference that was created during the bind.)
- ◆ Manhole numbers on the Wastewater Plan sheets and Wastewater Profile Sheets do not match.
- ◆ Elevations are missing on profiles.
- ◆ As-built Certificate Block is not on all civil sheets.

RECORD DRAWING ACCURACY

The Record Drawings must reflect all of the tolerances and features listed in the "Record Drawing Requirements". In order to achieve these requirements it is required that all data for making the record drawings be collected before backfilling pipes and utility systems. Data and all field changes must be marked on the contractor red lined "Gold Set" plan set.

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RECORD DRAWINGS SUBMITTAL

Phase I -Engineering Review:

- one "Gold Set" of plans (original contractor's markups)
- one full size set of prints, 22" x 34"

Phase II - GIS Review: (after receiving approval from engineering review)

- CD with one composite dwg file (AutoCAD 2014 or earlier)
- Completed "Digital Submittal Checklist" (appendix A)
- one full size set of prints, 22" x 34"

Phase III - Final Submittal: (after receiving approval from GIS review)

- one full size set of prints, 22" x 34" mylars
- two full size sets of prints, 22" x 34"
- four half size bond set of prints, 11" x 17"

RECORD DRAWINGS CASH DEPOSIT BOND FOR PRIVATE DEVELOPMENT PROJECTS

A cash deposit bond is required to ensure record drawings are completed. The record drawings deposit is due before construction Mylar approval. Below is a list of required bond amounts for different types of project.

Large Commercial (> 1 Acre)	\$75,000
Small Commercial (\leq 1 Acre)	\$15,000
Plat (\leq 10 Lots)	\$15,000
Plat (11-25 Lots)	\$25,000
Plat (\geq 26 Lots)	\$50,000
Single Family Offsite Construction (Per Lot)	\$2,500
E.g. Frontage Improvements	
E.g. Utility Extension (\leq 100 feet)	
Utility Extension (Each additional 100 feet)	\$1,000
Tenant Improvement Related Civil Project	\$5,000
E.g. Frontage Improvements, PIV Relocation, and etc.	

The cash deposit will be released upon completion of Record Drawings and Easements.

Resources:

[Record Drawing Requirements and Digital Submittal Checklist](#)

[Record Drawing Cash Deposit Bond Form](#)

[Development Services Record Drawing Submittal Process](#)

[CIP Record Drawing Submittal Process](#)